DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. 1252

Administrative Services

PAGE NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Juvenile Services-Headquarters

	AG EN CY	DIVISION	
item No.	Description	Retention	
	Shipping and Receiving Reports Reports that are used to show that equipment and supplies have been delivered.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
2	Lease Document Lease-Document approved by Board of Public Works to lease space. Contains approval date and Board Item.	Retain for three (3) years after lease terminiates and until all audit requirements have been fulfilled, then destroy.	
3	Addition to Inventory Form Forms used to make additions to inventory.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
4	Report of Stolen or Missing Property Form used to report stolen or missing property. Has DGS stamp approving removal from inventory.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	

Schedule Approved by Department, Agency, or Division Representative

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Materials and Supplies Physical Inventory Records

Forms used to record the physical inventory

Report filled out annually and sent to the

taken of supplies and materials.

Report of Materials and Supplies

Department of General Services.



RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1252

PAGE

		No. 2 of 2	
No.	Description	Retention	
7	Equipment Inventory System Transfer of Equipment Form used to transfer equipment from one unit or project to another unit or project.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
8	Excess Property Declaration Form used to record property that is excess and removal from inventory. Has DGS stamp approving the disposal.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (MSS \$80-1) DEPARTMENT OF GET RECORDS MANAGEME 7278 WATER P.O. BOX (MSS \$80-1)		ENT DIVISION	AGENCY RECORDS INVENTORY	
		X 278	PAGE OF	
	JESSUP, MARYLAND 20794			
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Dept. of Juvenile Services	Administrative S		Headquarters	
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	CE AS WELL AS RETE	ATTON AND DISPOS	•	
4. RECORD SERIES TITLE Shipping and Receiving Reports			1989 TO 1990	
6. RECORD SERIES DESCRIPTION ("IN Reports that are used to show that	THE SERIES.	INCLUDE THE PUT	RPOSE OR FUNCTION OF THE SERIES!	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
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321 Fallsway, 2nd Floor Baltimore, Maryland 21201	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? [IF YES, SPECIFY AGENCY OR OFFICE] [I YES XX NO		
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TES DE NO		Retain for three years and until all audit requirements have been fulfilled, then destro		
		<u></u>		
13. NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE	
Thomas J. Gramil, Administrator	(301) 333-6874		July 27, 1990	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR DEVISED RECORD SERIES FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (MG 350-1)			PAGE 2 OF 8
1. DEFARMENT/AGENCY Dept. of Juyenile Services	2. DIVISION Administrative Services		3. UNIT Headquarters
DELIGITION-MECOND SEKIES.	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Leases	•		8. EARL JEST YEAR/LATEST YEAR 1987 TO 1990
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Thomas J. Gramil, Administrator	(301) 333-6874	ļ	July 27, 1990
DGS 550-4 (REVISED 2/87)			·

INSTRUCTIONS TYPE OR PRINT A DEPARTMENT OF GENERAL S SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIV		ENT DIVISION	AGENCY RECORDS INVENTORY	
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1. DEPARTMENT/AGENCY	2. pivision Administrative Services		3. LNIT Headquarters	
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Form used to make additions to in	nventory.			
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
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Baltimore, Maryland 21201		T TES II NO		
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D YES & NO			e years and until all audit ve been fulfilled, then destroy.	
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13. NAME AND TITLE OF PREPARER	20. TELEPHONE I	NUMBER	21. DATE	
Thomas J. Gramil, Administrator	(301) 333-6874	1	July 27, 1990	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	FOR EACH NEW OR RECORDS MANAGE		AGENCY RECORDS INVENTORY	
THE RECORDS RETENTION SCHEDULE 5 380-1)	P.O. EX JESSUP, MAR	X 278	PAGE 4 OF 8	
1. DEPARTMENT/AGENCY Dept. of Juvenile Services	2. pivision Administrative	Services	3. UNIT Headquarters	
III I I I I I I I I I I I I I I I I		DE NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	· ·	TATION AND DISPOS		
Report of Stolen or Missing Prope	rty		5. EARLIEST YEAR/LATEST YEAR	
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O YES & NO		Retain for three years and until all audit requirements have been fulfilled, then destroy		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Thomas J. Gramil, Administrator	(301) 333-687	4	July 27, 1990	
DGS 550-4 (REVISED 2/87)				

MINITEUET IONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GE	ł	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (2005 350-1)	7278 WATER P.O. BO JESSUP, MARY	X 278	PAGE	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Dept. of Juvenile Services	Support Service		Headquarters	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD E AS WELL AS RETE	S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Materials and Supplies Physical	•		B. EARLIEST YEAR/LATEST YEAR 1988 TO 1990	
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321 Fallsway, 2nd Floor Baltimore, Maryland 21201	OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) (YES (NO)		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Thomas J. Gramil, Administrator	(301) 333-6874		July 27, 1990	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A GEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (PMG \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 6 OF 8	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Dept. of Juvenile Services	Support Services		Headquarters	
PER INITION NECOND BERIES.	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		B. EARLIEST YEAR/LATEST YEAR	
Report of materials and supplies. 6. RECORD SERIES DESCRIPTION (PRI		TYPES OF INFORM		
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
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Thomas J. Gramil, Administrator	(301) 333-6874	NUMBER	21. DATE July 27, 1990	

DGS 550-4 (REVISED 2/87)

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WITH RECORDS RETENTION SCHEDULE (2006 \$80-1)	P.O. EC JESSUP, MARY	1	PAGE	
1. DEPARTMENT / AGENCY	2. DIVISION		3. UNIT	
Dept. of Juvenile Services	Administrative		Headquarters	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Department Equipment Inventory System Transf	nt of Juvenile Se		5. EARLIEST YEAR/LATEST YEAR 1988 TO 1990	
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13. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Thomas J. Gramil, Administrator	(301) 333-6874		July 27, 1990	
DGS 550-4 (REVISED 2/87)				

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SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (2008 350-1)	7278 WATER P.O. BO JESSUP, MARY	X 275	PAGE8_ OF8_,	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Dept. of Juvenile Services	Administrative	Services	Headquarters	
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Thomas J. Gramil, Administrator	(301) 333-6874		July 27, 1990	
DGS 550-4 (REVISED 2/87)				

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